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**INFORMATION AND MANAGEMENT SUPPORT STAFF**  
**WEEKLY REPORT FOR PERIOD ENDING 05 DECEMBER 1984**

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**1. Progress Report on Tasks Assigned by the DCI/DDCI:**

No tasks assigned during this reporting period.

**2. Items or Events of Major Interest that have Occurred During the Preceding Week:**

**a. DAS**

*NO* 1. C/DAS provided an overview of the DAS function to Log Orientation, 05 December. [redacted]

*NO* 2. C/DAS and C/TG/DAS attended an ADP Control Officer's Briefing in which existing and new AIM features were presented. A proposed feature will permit the LIMS DBM to automate requests for user passwords and system access. [redacted]

*NO* 3. All problems associated with the change of fiscal year in the Agency Copier Management System (ACMS) have been corrected and reports have been generated. These problems were compounded this year due to the unavailability of programming resources; however, all procedures have been documented, and it is expected that the transition to the new fiscal year will be much easier next year. We also expect to streamline these procedures once programming resources become available. [redacted]

*NO* 4. DAS/TG personnel are reviewing and revising the PC Users Manual to make it more understandable to someone unfamiliar with computers and reflect the new hardware configuration. [redacted]

*NO* 5. As time permits, the newly appointed LIMS DBM [redacted] is becoming increasingly involved with a wide variety of LIMS activities. A list of 28 specialized tasks has been identified with the DBM function. [redacted]

*NO* 6. Development of a briefing for Supply Division is continuing. This briefing will provide, in detail, the effects of forthcoming LIMS workpackage deliveries on today's ICS capabilities, functions and the personnel who use/depend upon this ADP system. Tentatively, this briefing will be provided in early January. [redacted]

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b. Publications - The proposed Field Guide for Logistics Personnel was delivered to P&PD for layout and printing, with publication requested by the end of December. This version incorporates several suggestions made by LA Div/DDO, including an approximate 10 percent reduction in volume.

c. Regulations

The following actions were taken on these regulatory issuances during the past week:

Logistics Services for External Buildings  
in the MWA - Submitted to OIS/RPD. Originated by RECD.

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Private Foreign Travel - Concurred.

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Upward Mobility Program -  
Concurred.

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